
**ELIGIBLE
PROVIDERS**

Parent/substitute parents (P/SP) have the right to choose the type of child care provider they wish to use. Also, P/SPs have the right to full access to their children at any time while they are in care.

Care must be provided in Michigan by an eligible provider. Eligible providers are:

- Child care centers.
- Group child care homes.
- Family child care homes.
- License-exempt facilities.
- Unlicensed providers.

**Licensed/
Registered
Providers**

Child care centers and group child care homes must be licensed and family child care homes must be registered by Bureau of Community Health Systems (BCHS) in order to bill and receive payment for CDC subsidy eligible children.

**License-Exempt
Providers**

Certain child care centers and homes which provide child care do not require licensure under The Childcare Organizations Act (1973 PA 116). These are facilities where all parents are on site and readily available for the entire time the children are in care, and facilities located on federal land. These provider types must complete the License-Exempt Provider Child Care Application and are enrolled by the Michigan Department of Education (MDE). If the MDHHS local office receives an application or a request for a facility to be enrolled as a license-exempt provider, forward the provider information or scan the application and email to CDCproviderenrollment@michigan.gov.

**Unlicensed
Providers**

An unlicensed provider is an adult who is 18 years or older, enrolled by MDE, to provide care for up to four children at a time or up to six children, if all children live at the same address, all

children are siblings, or all children are sibling groups living at different addresses and meets one of the following categories:

- Is providing care where the child lives.
- Is providing care in the provider's home, not the home of the child, and is related to the child by blood, marriage or adoption as a:
 - Grandparent/great-grandparent.
 - Aunt/great-aunt.
 - Uncle/great-uncle.
 - Sibling.

A divorce severs/terminates a relationship gained through marriage.

Note: A Child Development and Care Unlicensed Provider Application, is required for a licensed or registered provider who provides care in the home of the child, if the provider does not live with the child.

INFORMATION SHARED WITH PROVIDERS

Bridges sends a DHS-198, Child Development and Care (CDC) Provider Notice, to the provider when CDC services are authorized, or when the authorization changes or ends.

Information may also be shared with the provider when an application is filed, withdrawn, denied, or when the CDC case is closed.

The DHS-1171, Assistance Application, and the MDE-4583, Child Development and Care (CDC) Program Application, includes a release of information allowing the department to provide this information. All other provider concerns should be directed to the client.

If the client has questions about the denial of the provider enrollment, the client should be told to discuss the issue with the provider.

REQUIRED VERIFICATIONS FOR UNLICENSED PROVIDERS

Unlicensed providers must complete the Child Development and Care Unlicensed Provider Application in order to be enrolled. This application can be found at www.michigan.gov/childcare.

In addition to the application, the following verifications must be provided:

- Proof of age, identity and residence.
- A copy of a valid Social Security card.

Exception: If a Social Security card cannot be provided, a copy of a valid birth certificate and a printout of the provider's information from the Social Security Administration may be used.

The Child Development and Care Unlicensed Provider Application and required verifications must be faxed to 1-517-284-7529 or mailed to:

MDE - Child Development and Care
Provider Enrollment Unit
P.O. Box 30267
Lansing, MI 48909

Provider applicants who do not submit all required verifications will be notified and given an additional 5 business days to provide the missing verifications. Failure to provide all required verifications within this time frame will result in denial of the provider's application. Providers who are unable to meet the verification deadline despite a reasonable effort may request an extension by calling MDE at 1-866-990-3227.

PROVIDER ENROLLMENT

All CDC unlicensed provider applications or verifications received in the local office should be date stamped, scanned and sent to the CDCproviderenrollment@michigan.gov mailbox within 48 hours of the receipt. MDE will check the applications and verifications for completeness and follow-up with the provider if additional information is required.

Prior to enrollment unlicensed provider applicants will be subject to an address inquiry and a telephone interview by the MDE staff.

Exception: An address inquiry is not required for a provider who is living in a shelter or a migrant camp.

In instances where the local office identifies a licensed child care center, family or group child care home that does not have a provider ID number, and one is needed in order to authorize payments to that provider, the local office must send a request to DHSPProviderManagement@michigan.gov. The request must include the provider's name, license number and a contact name and phone number.

If the client identifies an individual who is not currently enrolled, instruct the client that the provider application can be found at www.michigan.gov/childcare. The application should be completed by the provider and submitted to MDE.

SERVICE BEGIN DATE

The service begin date for an eligible unlicensed provider is the receipt date of the Child Development and Care Unlicensed Provider Application.

EXCEPTIONS:

- The service begin date will be the receipt date of the provider application or the first day of the pay period after the provider and/or household member's expungement, whichever is later, if the provider is approved after a Central Registry related denial/closure.
- The service begin date is the day after the closure if the provider:
 - Was closed in error.
 - The provider requests an administrative review within 30 days of his/her denial/closure, and is found to be eligible.
 - The provider requests a reconsideration of his/her disqualification and the disqualification is reversed.

PRE-ENROLLMENT BACKGROUND CLEARANCES

The following clearances are completed prior to enrolling an unlicensed child care provider:

- Central Registry. Central Registry information is confidential and cannot be released. No other clearances will be completed if there is a Central Registry match.
- ICHAT (Internet Criminal History Access Tool).
- OTIS (Offender Tracking Information Service).
- PSOR (Public Sex Offender Registry).

Clearances are completed on the provider and on any adult household members entered in Bridges on the Provider Associated Household People screen, if no provider match is found.

Note: This includes parents requesting child care and living in the same household as the provider. Providers denied as a result of a background clearance on a parent will be required to provide a written statement that he/she will only provide care for the children of the parent who does not meet program requirements and that he/she will not be eligible to receive CDC payment for any other children, regardless of where care is provided.

The statement should be faxed to MDE at 1-517-284-7529 or mailed to the address below.

MDE - Child Development and Care
Provider Enrollment Unit
P O Box 30267
Lansing, MI 48909

PROVIDER NOTICES

When an eligible unlicensed provider is enrolled, Bridges will send a DHS-4481-D, CDC Unlicensed Provider Confirmation, to the provider. Once the provider is authorized to provide care, Bridges will send the DHS-198, Child Development and Care (CDC) Provider Notice, to the provider. The client will receive a DHS-198-C, Child Development and Care (CDC) Client Notice.

Bridges will send the DHS-4807, Notice of Child Development and Care Provider Ineligibility, to the provider if he/she is denied.

PROVIDER CHANGES

If questionable, when a provider reports a change to his/her personal information, such as a name, address, or Social Security number, supporting verification may be required prior to the change being completed.

ADMINISTRATIVE REVIEW PROCESS

Providers who have been denied or closed as a result of a criminal conviction or pending charge may request an administrative review by following the instructions on the DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment. This form, instructs providers to send all documentation to MDE.

If the local office receives a request for an administrative review the information should be scanned and sent to the CDCproviderenrollment@michigan.gov mailbox. MDE will:

- Make a determination to approve or deny the provider.
- Notify the provider/applicant of the approval or denial.
- Remove the closure reason, and re-enroll the provider, if applicable.

AUTOMATED BACKGROUND CLEARANCES

For determining continued eligibility, automated clearances are done on providers and adult household members.

Central Registry

This automated daily process matches Central Registry to all providers and household members over the age of 18 who are on Central Registry as perpetrators confirmed by CPS.

For confirmed matches, MDE will:

- Close the provider.
- Enter the closure reason **Provider eligibility revoked-see BEM 704**, if the match is on the provider, or **Provider eligibility revoked. Household member does not meet requirements**, if the match is on a household member.

If the provider is active, Bridges will send a DHS-4807 notifying the provider of the closure. Bridges will end the authorizations and send the client a DHS-4807-C, if the provider is associated with a CDC case.

ICHAT, OTIS PSOR

These monthly automated processes match providers and household members.

For confirmed matches, MDE will verify the information is correct and close the provider with the appropriate closure reason. Bridges will send the DHS-4807 and the DHS-759 to the provider, if the provider is active. A DHS-994, Michigan State Police Criminal Notice will also be sent, if the match is on ICHAT. Bridges will send the DHS-4807-C to the client and end the authorizations, if the provider is associated with a CDC case.

PROVIDER ADDRESS CHANGES

It is critical that provider address changes be made promptly to avoid unnecessary closures and disruptions in child care services. When the local office receives a request for an address change from an unlicensed provider, send an email with all pertinent information relating to the address change to CDCproviderenrollment@michigan.gov.

SUSPECTED CHILD ABUSE OR NEGLECT

In instances where there is reasonable cause to suspect child abuse or neglect in a child care setting, make a referral to CPS. CPS will make a determination of whether the CDC children are at risk, as well as the child care provider's own children. If substantiated, Bridges will send the DHS-4807/DHS-4807-C to notify the provider and the client of the closure.

ADMINISTRATIVE HEARINGS

Neither child care providers nor CDC recipients are entitled to administrative hearings based on a provider's denial or closure.

**CHILD CARE
REFERRALS**

Clients who request assistance in finding a licensed or registered provider should be referred to Great Start To Quality, the online Web-based early learning resource site. The Web address for Great Start To Quality is www.GreatStartToQuality.org. All active licensed and registered providers are searchable. If additional assistance is needed, clients can be referred to 1-877-614-7328 to reach the Great Start to Quality Resource Center serving their county. Resource centers can provide personal consultation to families in need of child care.

**PROVIDER
QUESTIONS**

If a provider contacts the local office regarding questions about their enrollment refer him/her to 1-866-990-3227.

LEGAL BASE

Child Care and Development Block Grant of 1990, as amended,
Public Act 6 of 2014
45 CFR Parts 98 and 99
Social Security Act, as amended, Titles IV A, IV E, XX